

# SUBMITTING YOUR COLLEGE APPLICATION

When starting to apply for college, please consider the following information:

- Review college admission requirements
- Start applying to colleges after August 1<sup>st</sup> of your senior year. The Armada Counseling Department suggests that all of your applications be completed by October 31<sup>st</sup>.
- Know application fees and deadlines. Some schools require you to be admitted prior to November 1<sup>st</sup> to be eligible for scholarships. Make sure you understand the difference between Early Action, Early Decision, Rolling Admission, and Open Admission. Ask your counselor if you need clarification!
- Start a professional e-mail account that you can check regularly for all of your college information

Apply to the colleges online:

- Apply directly online at the college website. Keep track of your registration log-in and password information
- Make sure you proofread your application and correct all mistakes BEFORE submitting your application
- Sign up to see your counselor to keep them informed of where you will be applying. They may have helpful information to consider when applying!
  - Directions to request transcripts through Parchment ([www.parchment.com](http://www.parchment.com))
    - Click on the Sign Up tab to create an account
    - Enter your name, email, password, date of birth, gender, current grade level, and year entering college
    - Choose ARMADA HIGH SCHOOL as your school
    - When you are ready to send a transcript, click on the college or university you want it sent to
- If a school requires an essay, complete it in Microsoft Word. Have several people proofread your essay. Once all changes have been made, copy and paste the essay into the application.
- Even if you are applying to a community college, apply EARLY! Students still must take a placement test and complete orientation before meeting with an Academic Advisor and registering for classes. Students register in early summer for fall semester classes.

The student should check back with the college about 3-4 weeks after submission to verify that all parts of the application are submitted and received. A complete application includes the application, transcript, test scores, application fee, and possibly an essay or letters of recommendation (if required).

Obtaining Letters of Recommendation

- Provide at least 3-4 weeks' time for your teachers or others to write the letter. You should personally ask the person first. If it has to be mailed, provide a stamped, addressed envelope.
- Make a formal request. If you are going to ask an 11<sup>th</sup> grade teacher, consider asking for the letter your junior year when their knowledge of you is fresh in their mind.
- Supply the person who will be writing the letter of recommendation with as much information as possible, including your contact information and any materials they may need to complete the letter (transcripts, essays, extra-curricular activities, community service experiences, leadership information, etc.)
- Send a thank-you letter to the person writing the recommendation

Complete your Financial Aid information

- Apply for your FSA ID for FAFSA (Free Application for Federal Student Aid) at <http://fsaid.ed.gov>. This needs to be done for both the parent and student
- You can now file your FAFSA as early as October 1<sup>st</sup>! Complete your FAFSA at [www.fafsa.gov](http://www.fafsa.gov). This form may assist you with state, federal, and/or college financial assistance. Apply as soon as possible for your best opportunity!